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MISSISSIPPI INSURANCE DEPARTMENT
ELEVATOR SAFETY DIVISION
501 N. WEST STREET, SUITE 1001
WOOLFOLK BUILDING
JACKSON, MISSISSIPPI 39201
www.mid.ms.gov

Procedure for having an annual elevator inspection performed

1. Building owner/manager goes to web site www.mid.ms.gov , click on Mississippi Conveyance Safety Icon on right side of screen. (You may have to scroll down a little to see it).
2. Once on this page, scroll to very bottom of page for search portion.
3. Click on Inspector and then on submit.
4. All inspectors licensed in Mississippi will be listed with their city where they are located and their phone number.
5. Pick an inspector near you or one that you know, call them and schedule an inspection. The inspection company will bill you directly for this inspection.
6. Note: It is not required that the elevator company be there for an elevator inspection but can be if they wish to be there. The elevator company will need to be there for an escalator inspection.
7. Once the inspection is complete, the inspector will leave a copy of the report at the building and send a copy in to the Elevator Safety Division, which we will call the State for short.
8. The State will send out an Invoice/Deficiency Letter with a copy of your inspection attached
9. At the bottom of the letter, sign off on when the deficiencies will be corrected, or when they were corrected.
10. Return a copy of this letter to the State with payment for your certificates.
11. The State will mail you the operating certificate(s) one per elevator or escalator.
12. Next inspection is due one year from the completed date on the inspection report.